



# **PROPOSAL SPECIFICATIONS**

## **GROUNDS KEEPING SERVICES**

**PROPOSAL OPENING DATE/TIME:**  
FEBRUARY 23, 2023  
TIME: 10:00 A.M.

TOWNSHIP OF CHESTERFIELD  
BURLINGTON COUNTY  
NEW JERSEY

## **REQUEST FOR PROPOSALS**

### **COMPETITIVE CONTRACTING**

The Township of Chesterfield solicits proposals through the Competitive Contracting Process for

### **GROUNDS KEEPING SERVICES**

NOTICE IS HEREBY GIVEN that sealed proposals will be received by the Chesterfield Township Clerk's Office, 295 Bordentown-Chesterfield Road, Chesterfield, NJ 08515, on Friday, February 23, 2023 at 10:00 a.m. prevailing time at which time and place proposals will be opened and read in public for:

### **GROUNDS KEEPING SERVICES**

Proposal Requirements and other information may be obtained at the Chesterfield Township Clerk's Office, 295 Bordentown-Chesterfield Road, Chesterfield, NJ 08515, during regular business hours, Monday thru Friday, 8:30 a.m. to 4:00 p.m. or via email by submitting Business name, Contact Name, Contact Phone, Fax, Mailing Address and Email Address to [caryn@chesterfieldtwp.com](mailto:caryn@chesterfieldtwp.com).

The Mayor and Township Committee reserve the right to award a contract in its sole discretion and further reserves the right to reject any and all proposals, waive irregularities, and decide as to the responsibility of the bidders.

These proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq. and N.J.S.A. 5:34-4. Submissions are required to comply with the requirements of N.J.S.A. 10:5-31 et seq.; and N.J.A.C. 17:27 et seq.; and N.J.S.A. 34:11-56.25 et seq.; and N.J.S.A. 34:11-56.48 and all rules and regulations promulgated thereto.

Caryn M. Hoyer, RMC  
Township Clerk  
Published: February 2, 2023

## **INFORMATION FOR BIDDERS**

### **GROUNDS KEEPING SERVICES**

#### **1. GROUND KEEPING SERVICES**

The Township of Chesterfield is seeking sealed competitive proposals to provide grounds keeping services to several areas in Old York Village as depicted on the attached map. The contractor will be required to provide any and all necessary personnel, equipment, and material.

The above work is more particularly described in Exhibit "A" Specifications attached hereto.

#### **2. GENERAL CONDITIONS OF BID**

- A. All proposal prices shall be in both words and figures. Signature shall be in ink and in longhand. Proposals which are incomplete, conditional or obscure, may be rejected as informal. No oral or telephonic proposals or modifications of proposals will be considered.
- B. Proposals shall be submitted in a sealed, opaque envelope marked with the name of the bidder and marked "Grounds Keeping Services."
- C. Proposals shall be addressed to:

Township Clerk  
**TOWNSHIP OF CHESTERFIELD**  
295 Bordentown-Chesterfield Rd.  
Chesterfield, N.J. 08515

- D. All mailed proposals shall be mailed using a formal mailing procedure such as Certified or Registered Mail, Return Receipt. Alternatively, proposals may be hand delivered prior to the date and hour specified, to the Township Clerk at the above address.
- E. Proposals will be received no later than **10:00 a.m.** on **Friday, February 23, 2023**, at which time all received proposals will be publicly opened and read at the Municipal Building, 295 Bordentown-Chesterfield Rd, Chesterfield, New Jersey, 08515. Bidder assumes responsibility for having the proposal in the hands of Chesterfield Township on time whether the proposal is mailed or hand delivered by courier.
- F. Addenda, if any, issued before opening of proposals, shall be taken into account and included in any proposal. No verbal answer will be given to any inquiries in regard to the meaning of the specifications, nor will any verbal instructions be given previous to the award of the proposal. No verbal statement regarding the proposal by any persons

previous to the award of the proposal will be authoritative. Any explanation desired by any bidder must be requested in writing. If reply is made, it will be communicated to all bidders who have indicated their intention to provide a proposal.

- G. The attached specifications describe the work to be performed. These specifications are intended to provide a common standard to which all parties may bid.
- H. The term of this contract is for one year with two renewal options as follows:

Year One:	April 1, 2023 through November 30, 2023
Renewal One:	April 1, 2024 through November 30, 2024
Renewal Two:	April 1, 2025 through November 30, 2025
- I. The bidder shall be required to provide proof of insurance listing the Township of Chesterfield as an Additional Named Insured. The successful bidder's insurance coverage shall be not less than the following:
  - (A) Commercial General Liability Insurance with a limit of not less than \$1,000,000.00 per individual and \$2,000,000.00 in the aggregate;
  - (B) Comprehensive Automobile Liability Insurance with a limit of not less than \$1,000,000.00;
  - (C) Workers Compensation and Employers Liability Insurance of not less than Statutorily Required
- J. The successful bidder shall be required to sign the Indemnification and Hold Harmless Agreement. The successful bidder will indemnify and hold harmless Chesterfield Township from all claims, suits or actions and damages or costs of every name and description to which Chesterfield Township may be subjected or put by reason of injury to the person or property of another, of the property of the Township, resulting from negligent acts or omissions on the part of the bidder, the bidder's agents, servants or subcontractors in the delivery of materials and supplies, or in the performance of the work under this agreement.
- K. All proposals must be completed on the enclosed form. No other forms or specifications are to be used. The price quoted shall be the price at the time the work is to be performed for the Township of Chesterfield. All items furnished shall conform with the applicable specifications included in the bid documents.
- L. Within thirty (30) days of the opening of proposals, the Chesterfield Township Mayor and Committee will award the contract to the lowest competitive bidder, or reject all proposals received. If additional time is required beyond sixty days, the Township of Chesterfield must request permission to do so from the three apparent lowest responsible bidders for an additional period of time to be agreed upon by the Township of Chesterfield and the bidders.

- M. The Township of Chesterfield will provide for the execution of the contract within thirty (30) days of the award of contract.
- N. The Township of Chesterfield is exempt from any State Sales Tax or Federal Excise Tax.
- O. As stated on the sheet provided, General Bid Conditions must be met satisfactorily.
- P. Where applicable, items of foreign origin must be so indicated. Bidder's signature to the bid proposal shall be taken as certification that all manufactured articles, materials, and supplies not so indicated, have been made or produced in the United States.
- Q. As required by P.L. 1977, c.33, a Public Disclosure Statement, as provided, must be completed and included with the proposal.
- R. Bidder will faithfully execute and carry out all requirements of P.L. 1975, c.127. For those bidders whose firm employs less than fifty employees, an Affirmative Action Affidavit is to be provided.
- S. A certificate is required showing that the bidder submitting the proposal owns, leases, or controls all necessary equipment required by specifications.
- T. As required by the New Jersey Prevailing Wage Act (P.L. 1963, c.150), and the provisions of State Labor Laws, prevailing wage and labor laws must be complied with by the successful bidder.
- U. Pursuant to N.J.S.A. 52:32-58, the bidder must utilize the Disclosure of Investment Activities in Iran form to certify that neither the bidder, nor one of its parents, subsidiaries, and/or affiliates (as defined in N.J.S.A. 52:32-56(e)(3)), is listed on the Department of Treasury's List of Persons or Entities Engaging in Prohibited Investment Activities in Iran and that neither the bidder, nor one of its parents, subsidiaries, and/or affiliates is involved in any of the investment activities set forth in N.J.S.A. 52:32-56(f). If the bidder is unable to so certify, the bidder shall provide a detailed and precise description of such activities as directed on the form. A bidder's failure to submit the completed and signed form with its proposal will result in rejection of the proposal as non-responsive and preclude the award of a contract to said bidder.

### **3. REJECTION OF PROPOSALS**

Chesterfield Township reserves the right to reject any and all proposals submitted. Chesterfield Township also reserves the right to waive any irregularities or immaterial variances from the specifications and bid documents, if in its judgment, the interests of the municipality will be best served.

Chesterfield Township retains the right to reject any and all proposals if an error within these bid specifications is found prior to or after the bid date. Chesterfield Township additionally retains the right to reject any and all proposals if any or all parts of the specifications are not complied with, regardless of total proposal price. Final decision of whether or not a proposal complies with these specifications is solely the judgment of Chesterfield Township. Each bidder agrees to accept the decision of Chesterfield Township as final without recourse or prejudice.

#### 4. **EVALUATION CRITERIA**

All proposals will be judged on the basis of the Township's pre-determined, merit-based evaluative criteria as outlined below. The criteria are: 1 – Technical; 2 – Management; 3 – Cost.

The weighting of the criteria reflects the Township's determination of the respective significance in relationship to each of the criteria areas. The proposals will be evaluated and scored accordingly.

The Township will use a one hundred (100) point system in evaluating all proposals. The criteria to be evaluated are identified below:

CATEGORY	VALUE POINTS
1. Technical Criteria	50 %
2. Management Criteria	30 %
3. Cost Criteria	20 %

##### **A. Technical Criteria**

Respondents should list all services to be rendered with their explanation in detail on how they will provide the services. Respondents should include manpower and equipment.

##### **B. Management Criteria**

The respondent shall submit a full description of the business organization to include, but not limited to:

- Name, Address, Phone, Fax, Website, E-Mail and any other information
- Names of all principals and partners
- Other information that would assist in the evaluation process

The respondents shall submit documentation highlighting qualifications and experience they have that will assist the Township in the evaluation and selection process. Such documentation shall include, but not limited to:

- Evidence of providing services as listed in the specifications for a minimum of at least 3 years.
- References from previous assignments.
- Availability of personnel, facilities, equipment and other resources to provide the services requested.

### **C. Cost Criteria**

Respondents are to submit a fee proposal schedule that complements the service that is being requested by the Township. All incidental expenses related to this contract, incurred by the respondent, shall be the responsibility of the respondent.

### **5. EVALUATION OF PROPOSALS – EVALUATION COMMITTEE**

A Committee has been selected to evaluate proposals that have been submitted. Committee members are familiar with the need for services to be performed in the request for proposal. Committee members will be identified in the final report submitted to the Township Committee.

In accordance with the Office of the State Controller's publication "Best Practices for Awarding Service Contracts", it has been determined that the evaluators;

- ...are sufficiently qualified to evaluate the strengths and weaknesses of the proposals submitted; and
- ...have the relevant experience necessary to evaluate the proposal; and
- ...are familiar with the need for the services to be performed in the request for proposals.

### **6. AWARD OF CONTRACT**

- A. It is the intention of the Township of Chesterfield to award the contract to the respondent whose response is the most advantageous to the Township, price and other factors considered; and who will provide the highest quality service at fair and competitive prices.
- B. Competency and responsibility of bidder, in the field of grounds keeping services, will be considered in making the award.
- C. Before awarding a contract, Chesterfield Township may require the apparent low bidder to qualify itself as a responsible bidder by furnishing:
  - (a) A financial statement showing assets and liabilities of bidder current to a date within thirty (30) days of opening bids.
  - (b) A listing of up to five (5) grounds keeping services projects in the State of NJ.

Should Chesterfield Township determine the apparent low bidder is not the lowest responsible bidder, the apparent low bidder will be notified and its bid security, if applicable, shall be returned without prejudice.

## **7. PAYMENT**

The Township shall, within 20 days of receipt of each invoice for payment, either indicate in writing its approval of payment and present the invoice for payment to the Governing Body, or return the invoice for payment to the contractor indicating in writing its reasons for refusing to approve payment. If the invoice is returned, the contractor may make the necessary corrections and re-submit the invoice for payment. The Governing Body shall review the invoice at its next regularly scheduled meeting. Upon approval of the invoice by the Governing Body, the Township shall make payment within 30 days pursuant to N.J.S.A. 2A:30A-1 et seq.

Payment to be made in accordance with the Township of Chesterfield requirement for submission of invoice and vouchers and approval by authorized officials. Acceptance of the final payment by the bidder shall be understood to be a release of all claims against the Township of Chesterfield for payment.

## **8. SCHEDULING OF WORK**

The successful bidder shall schedule and submit a tentative schedule for all work not later than thirty (30) days after the date of the award of contract by the Township.

## **9. INDEMNIFICATION AND INDEPENDENT CONTRACTOR**

- A. Contractor shall indemnify and hold harmless Chesterfield Township from and against all claims, damages, losses and expenses, including all reasonable expenses incurred by Chesterfield Township based on any claims that may result or arise directly or indirectly, from or by reason of the performance of the contract or from any act or omission by the contractor, its agents, servants, employees or subcontractors and that results in any loss of life or property or in any injury damaged persons or property. Its indemnification shall include any alleged violations of patent, copyright or trademark laws. This indemnification shall be construed as broadly as possible in the favor of Chesterfield Township.
- B. It is acknowledged by the bidder that it is an independent contractor and as such will be responsible for all damage, loss or injury to persons or property that may arise or be incurred during the conduct of the work. Bidder shall indemnify and hold harmless and defend the Township from and against any and all liability for loss, damage, injury or expense which Chesterfield Township may suffer or for which the Township may be held responsible during the performance of this contract.



## CHECKLIST

### GROUNDS KEEPING SERVICES

The bidder shall submit, with the Proposal Form, the following items Mandatory for Bid Proposal. In order to be considered an adequate submission, each item must meet the requirements of the relevant statute and must be legally binding on the bidder.

**By initialing the entries herein, the bidder indicates that the required items have been included with the Proposal Form as required herein.**

	<u>Page</u>
<input type="checkbox"/> Proposal Form .....	10
<input type="checkbox"/> Bidder's Acknowledgment of Receipt of Notices, Revisions or Addenda to the Advertisement or Bid Documents .....	11
<input type="checkbox"/> Bidder's Business Registration Certificate.....	12
<input type="checkbox"/> Bidder's Public Works Contractor's Registration Certificate .....	12
<input type="checkbox"/> Disclosure Statement .....	13
<input type="checkbox"/> Certification .....	14
<input type="checkbox"/> Statement of Compliance .....	15
<input type="checkbox"/> Exceptions to Specifications .....	16
<input type="checkbox"/> Statement of Ownership .....	17-19
<input type="checkbox"/> Non-Collusion Affidavit.....	20
<input type="checkbox"/> EEO / Affirmative Action Instructions, Questionnaire and Affidavit.....	21-24
<input type="checkbox"/> References .....	25
<input type="checkbox"/> Warranty Information ( <b>to be provided on Bidder's letterhead</b> ) (If Applicable)	
<input type="checkbox"/> Bidder Qualification Statement .....	26
<input type="checkbox"/> Equipment Certificate.....	27
<input type="checkbox"/> Certification of Bidder's Status on The State Treasurer's List of Debarred, Suspended and Disqualified Bidders .....	28
<input type="checkbox"/> Disclosure of Investment Activities in Iran .....	29-30
<input type="checkbox"/> Certification Of Non-Involvement In Prohibited Activities in Russia or Belarus .....	31-32
<input type="checkbox"/> Indemnification and Hold Harmless Agreement.....	33

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

If Corporation, Limited Liability Company or Partnership, State Title \_\_\_\_\_

## **PROPOSAL FORM**

### **TOWNSHIP OF CHESTERFIELD**

Township of Chesterfield  
295 Bordentown-Chesterfield Rd.  
Chesterfield, N.J. 08515

Bid of: \_\_\_\_\_

Address & Phone #: \_\_\_\_\_

FOR THE FURNISHING AND DELIVERING OF:

### **GROUNDS KEEPING SERVICES**

We hereby certify that we are the only person or persons interested in this bid that is made without collusion with any person, firm or corporation making another bid for the same contract, that the bid is in all respects fair and that no officer of the members of the Township of Chesterfield, or any person in the employ of said members is directly or indirectly interested in this bid or in the supplies or work to which it relates, or in the profits of any portion thereof.

We further declare that we have carefully examined the information for Bidders, Specifications, and Contract form herein referred to and propose to furnish and deliver all necessary work specified and in the manner and time prescribed, and further understand that all work is to be furnished at the following price:

#### **PRICING**

1. Year 1 - 4/1/23 – 11/30/23 (in words)      \$ \_\_\_\_\_

2. Year 2 – 4/1/24 – 11/30/24 (in words):      \$ \_\_\_\_\_

3. Year 3 – 4/1/25 – 11/30/25 (in words):      \$ \_\_\_\_\_

WERE ANY EXCEPTIONS TO THE SPECIFICATIONS TAKEN ? Yes ( ) No ( )

**If "Yes" you must submit a detailed description of the exception.**

**Company Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Contact Signature:** \_\_\_\_\_

**BIDDER'S ACKNOWLEDGMENT OF RECEIPT OF NOTICES,  
REVISIONS OR ADDENDA TO THE ADVERTISEMENT OR BID  
DOCUMENTS**

The undersigned bidder acknowledges receipt of the following Notices, Revisions or Addenda to the Advertisement or Bid Documents:

Notice, Revisions or Addenda No.

Date of Notice, Revisions or Addenda

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

☐ If this form does not apply, check this box and initial this form. \_\_\_\_\_

Failure of the bidder to acknowledge the bidder's receipt of any notice or revisions or addenda to the advertisement or bid documents, in this document shall be deemed a fatal defect that shall render the bid proposal unresponsive and cannot be cured.

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name & Title

Dated: \_\_\_\_\_, 20\_\_

## **BIDDER'S BUSINESS REGISTRATION CERTIFICATE**

Bidders and their subcontractors, if any, must comply with the provisions of P.L. 2004 c.57 (N.J.S.A. 52:32-44) and submit proof that the bidder is registered with the New Jersey Department of the Treasury, Division of Revenue by including a copy of the Business Registration Certificate issued to the bidder and any subcontractor by the Division of Revenue in the Bid Package returned to the Township.

The only acceptable proof is the "Business Registration Certificate" provided by the New Jersey Division of Revenue.

## **BIDDER'S PUBLIC WORKS CONTRACTOR'S REGISTRATION CERTIFICATE**

Bidders and their subcontractors, if any, must comply with the provisions of P.L. 2004 c.101 (N.J.S.A. 34:11-56.51) and submit proof that the bidder is registered with the New Jersey Department of Labor and Work Force Development by including a copy of the Public Works Contractor's Registration Certificate issued to the bidder and any subcontractor by the New Jersey Department of Labor and Work Force Development in the Bid Package returned to the Township.

The only acceptable proof is the "Public Works Contractor's Registration Certificate" provided by the New Jersey Department of Labor and Work Force Development.

**FAILURE TO SUBMIT THE BUSINESS REGISTRATION CERTIFICATE SHALL  
CAUSE THE BID PROPOSAL TO BE REJECTED.**

## **DISCLOSURE STATEMENT**

The undersigned is: \_\_\_\_\_ An Individual

\_\_\_\_\_ A Partnership

\_\_\_\_\_ A Corporation

\_\_\_\_\_ A Limited Liability Company

Under the laws of the State of:

Having its principal office at:

By:

(Signature of Individual, Partner, Officer  
or Member Signing the Proposal.)

Title:

(Affix Seal Here)

(Required if bidder is a Corporation)

If a Partnership or a Corporation, give the names of the partners, or all officers of the Corporation with the address of each, as appropriate. Additionally, if the organization is a Limited Liability Company, give the names of the members of the L.L.C. and their addresses:

NAME

ADDRESS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **CERTIFICATION**

I/we hereby certify that I/we have read the General Specification and have become familiar with all the contents thereof, and that the proposal of:

\_\_\_\_\_ (Bidder's Name)

attached hereto, is submitted in strict accordance with said conditions, instructions and specifications, being aware that said instructions are binding and become a part of this proposal.

\_\_\_\_\_  
Name of Bidder

By: \_\_\_\_\_  
Signature of Authorized Agent

Dated: \_\_\_\_\_

## **STATEMENT OF COMPLIANCE**

The following information must be supplied, and the statements notarized and witnessed, by a Notary Public, licensed in the State of New Jersey.

1. The specifications, as presented herein, have been strictly adhered to. All alternates to these specifications are listed on a separate page in the proposal, with reference to the page and section title for which the exception is taken. If exceptions are taken, and alternates or equivalents not listed, we understand that it will be grounds for not accepting the proposal.

2. All information, as required, has been included in the proposal. "I (we) do solemnly swear that the enclosed information is correct and true to the best of my (our) knowledge. I (We) also do swear that no information has been omitted from this proposal in order to present the proposal in a more favorable position."

"I (We) also do swear that all alternates and clarifications to the specifications have been listed in my (our) proposal".

BIDDER: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Notary Seal

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_Notary Public

## **EXCEPTIONS TO SPECIFICATIONS**

### **GROUNDS KEEPING SERVICES**

Any exceptions to the specifications provided shall be stated below:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

Attach additional sheets if necessary.



## STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

**This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.**

**Name of**

**Organization:** \_\_\_\_\_

**Organization**

**Address:** \_\_\_\_\_

**Part I Check the box that represents the type of business organization:**

☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)

☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)

☐ For-Profit Corporation (any type) ☐ Limited Liability Company (LLC)

☐ Partnership ☐ Limited Partnership ☐ Limited Liability Partnership (LLP)

☐ Other (be specific): \_\_\_\_\_

**Part II**

☐ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

**OR**

☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):	
<b>Name of Individual or Business Entity</b>	<b>Home Address (for Individuals) or Business Address</b>

**Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II**

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #/Address (for Individuals) or Business Address

**Please list** the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above**. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed .**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Page #/Address (for Individuals) or Business Address

#### Part IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the Township of Chesterfield is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Township of Chesterfield to notify the Township of Chesterfield in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the Township of Chesterfield, permitting the Township of Chesterfield to declare any contract(s) resulting from this certification void and unenforceable.

\_\_\_\_\_  
Name of Bidder

By:\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Title

Dated:\_\_\_\_\_

## **NON-COLLUSION AFFIDAVIT**

STATE OF NEW JERSEY )

ss.:

COUNTY OF BURLINGTON )

I, \_\_\_\_\_, of \_\_\_\_\_ in the  
County of \_\_\_\_\_, and the State of \_\_\_\_\_, of full age, being duly  
sworn according to law on my oath, depose and say that:

I am \_\_\_\_\_ of the firm of \_\_\_\_\_ the bidder making the Proposal for  
the above named project, and that I executed the Proposal with full authority so to do; the  
bidder has not, directly or indirectly, entered into any agreements, participated in any  
collusion, or otherwise taken any action in restraint of free, competitive bidding in  
connection with the above named project; and that all statements contained in the  
Proposal and in the affidavit are true and correct, all made with full knowledge that the  
Township of Chesterfield relies upon the truth of the statements contained in the Proposal  
and in the statements contained in this affidavit in awarding the contract for the project.

I further warrant that no person or selling agency has been employed or retained to  
solicit or secure such contract upon an agreement or understanding for a commission,  
percentage, brokerage or contingent fee, except bona fide employees or bona fide  
established commercial or selling agencies maintained by:

\_\_\_\_\_  
(Name of Contractor)

\_\_\_\_\_  
(Title)

Subscribed and sworn to  
before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_.

(AFFIX SEAL HERE)

(Affidavit Signature)  
(Also type or print name of affiant under  
signature)

Notary Public of

My Commission Expires on

## **AFFIRMATIVE ACTION INSTRUCTIONS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act. The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c.127, as amended and supplemented from time to time.

If awarded a contract, your company/firm will be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices. The contractor or subcontractor agrees to revise any of its

testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions. The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and conform with applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions. The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action office as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to subchapter 10 of the Administrative Code (N.J.A.C. 17:27).

All bidders and all contractors who are negotiating for a contract as a precondition to entering into a valid and binding procurement or service contract with the public agency, are required to submit to the public agency, prior to Or at the time the contract is submitted for signing by the public agency (in accordance with N.J.A.C. 17:27-4.3 promulgated by the Treasurer pursuant to P.L. 1975. c. 127), one of the following three documents:

- A. Appropriate evidence that the contractor is operating under an existing federally approved or sanctioned affirmative action program: or
- B. A certificate of employee information report approval issued in accordance with N.J.A.C 17:27-4:
- C. An initial employee information report consisting of forms provided by the affirmative action office and completed by the contractor in accordance with N.J.A.C. 17:27-4.

**EEO/AFFIRMATIVE ACTION COMPLIANCE NOTICE**  
**N.J.S.A. 10:5-31 and N.J.A.C. 17:27**

All successful bidders are required to submit evidence of appropriate affirmative action compliance to the Township and Division of Public Contracts Equal Employment Opportunity Compliance. During a review, Division representatives will review the Township files to determine whether the affirmative action evidence has been submitted by the vendor/contractor. Specifically, each vendor/contractor shall submit to the Township, prior to execution of the contract, one of the following documents:

**Goods and General Service Vendors**

1. Letter of Federal Approval indicating that the vendor is under an existing Federally approved or sanctioned affirmative action program. A copy of the approval letter is to be provided by the vendor to the Township and the Division. This approval letter is valid for one year from the date of issuance.

**Do you have a federally-approved or sanctioned EEO/AA program? Yes \_\_\_\_\_ No \_\_\_\_\_**  
**If yes, please submit a photostatic copy of such approval.**

2. A Certificate of Employee Information Report (hereafter "Certificate"), issued in accordance with N.J.A.C. 17:27-1.1 et seq. The vendor must provide a copy of the Certificate to the Township as evidence of its compliance with the regulations. The Certificate represents the review and approval of the vendor's Employee Information Report, Form AA-302 by the Division. The period of validity of the Certificate is indicated on its face. Certificates must be renewed prior to their expiration date in order to remain valid.

**Do you have a State Certificate of Employee Information Report Approval? Yes \_\_\_\_\_ No \_\_\_\_\_**  
**If yes, please submit a photostatic copy of such approval.**

3. The successful vendor shall complete an Initial Employee Report, Form AA-302 and submit it to the Division with \$150.00 Fee and forward a copy of the Form to the Township. Upon submission and review by the Division, this report shall constitute evidence of compliance with the regulations. Prior to execution of the contract, the EEO/AA evidence must be submitted.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) on the Division website [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance).

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

COMPANY: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
PRINT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_  
DATE: \_\_\_\_\_

## **AFFIRMATIVE ACTION AFFIDAVIT**

STATE OF NEW JERSEY}

COUNTY OF \_\_\_\_\_ } s.s.:

### **GROUNDS KEEPING SERVICES**

I, \_\_\_\_\_, of the Town/City of \_\_\_\_\_ in the State of \_\_\_\_\_ being of full age and duly sworn according to law, on my oath depose and say that:

I am employed by the firm of \_\_\_\_\_, the bidder submitting the Bid Proposal for the above named project, in the capacity of \_\_\_\_\_ (title), and I have executed the Bid Proposal with full authority to do so. Further, the bidder will comply with the provisions of Public Law 1975, Chapter 127, and shall require all subcontractors to comply with the provisions of Public Law 1975, Chapter 127.

\_\_\_\_\_  
**Name of Firm or Individual**

**Title**

\_\_\_\_\_  
**Signature**

**Date**

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Notary Public of New Jersey.



## **REFERENCES**

### **GROUNDS KEEPING SERVICES**

Name of Owner

Date of Work

Contact Name/Phone No.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

## **BIDDER QUALIFICATION STATEMENT**

### **GROUNDS KEEPING SERVICES**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Years in Business: \_\_\_\_\_

Miles from Township of Chesterfield: \_\_\_\_\_

Initials: \_\_\_\_\_

Dated: \_\_\_\_\_

## **EQUIPMENT CERTIFICATION**

### **INSTRUCTION FOR COMPLETING THE EQUIPMENT CERTIFICATION**

If the bidder owns, leases or controls all the necessary equipment required, complete Part 1. Should the bidder not own, lease or control the necessary equipment required, complete Part 2. This certification must be attached to and submitted with the Proposal.

#### **PART 1**

"This is to certify that I, the bidder signing the attached proposal, own, lease or control all the necessary equipment required to accomplish the work shown and described on the contract drawings and in the contract specifications."

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Bidder

#### **PART 2**

"This is to certify that I, the undersigned, own or control the equipment required and noted below and definitely grant or will grant the bidder named below the control of said equipment during such time as may be required for that portion of the work described on the contract drawings and in the contract specifications for which the equipment is necessary."

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner or  
Controller of Equipment

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Business Address of Above

#### **LIST OF EQUIPMENT:**

\_\_\_\_\_  
(Attach additional Sheet as Required)

**CERTIFICATION OF BIDDER'S STATUS ON  
THE STATE TREASURER'S LIST OF  
DEBARRED, SUSPENDED AND DISQUALIFIED BIDDERS**

**GROUNDS KEEPING SERVICES**

STATE OF NEW JERSEY

COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, of the \_\_\_\_\_ of  
\_\_\_\_\_, in the State of \_\_\_\_\_, of full age, being duly  
sworn according to law on my oath depose and say that:

I am \_\_\_\_\_ of the firm of \_\_\_\_\_, the  
bidder making the proposal for the above named project, that I executed the Proposal,  
this affidavit and all other bidding documents with full authority to do so, and that the  
bidder is not now at the time of submission of this bid included on the State of New  
Jersey Treasurer's List of Debarred, Suspended and Disqualified Bidders.

By: \_\_\_\_\_ Date:  
Deponent's Name

Deponent's Title

Subscribed and sworn to before me  
on \_\_\_\_\_, 20\_\_.

Notary Public of New Jersey

# DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Bidder Name:

Contract Name:

Contract/Renewal Date:

Pursuant to Public Law 2012, c.25 (N.J.S.A. 52:32-55 et. seq.), any person or entity (bidder) that submits a bid or proposal or otherwise proposes to enter into or renew a public contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. **Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a bidder's proposal non-responsive.** If the board determines that a bidder submits a false certification, the board shall report the name of the bidder to the New Jersey Attorney General, who shall determine whether to bring a civil action against the person or entity to collect the penalty described in section 5 of P.L. 2012, c. 2012 (N.J.S.A. 52:32-59).

## **PART 1. PLEASE CHECK APPROPRIATE BOX**

☐ I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the New Jersey Department of Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above or am an officer or representative of the entity listed above and am authorized to make this certification on its behalf.

☐ I am unable to certify as indicated above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of Treasury's list of entities determined to be engaged in prohibited activities in Iran. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide the information required in Part 2 will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

## **PART 2. INVESTMENT ACTIVITIES IN IRAN** ***(Complete only if you checked the second box in Part 1)***

Please provide further information related to investment activities in Iran. You must provide a detailed, accurate and precise description of the activities of the bidder, the bidder's parents, subsidiaries and/or affiliates that are engaged in investment activities as described in N.J.S.A 52:32-56(f).

1. Name and Address:

2. Relationship to Bidder:

3. Duration of Engagement:

4. Cessation of Activity:

5. Bidder Contact Name:

6. Bidder Contact Phone Number:

☐ ADDITIONAL ACTIVITIES/CONTINUATION SHEETS (*Check this box if you are including additional activities*): If there are additional activities that require disclosure, please provide the description as attachments to this form, following the same format under part 2 above. Please number each attachment and affix to this form.

Number of Attachments:

**PART 3. CERTIFICATION**

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the below-referenced person or entity. I acknowledge that \_\_\_\_\_ (*fill in the name of the SFA*) is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of the contract to notify the school in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the school and that the school, at its option, may declare any existing contract(s) resulting from this certification void and unenforceable.

1. Full Name (Print): 2. Date:

3. Signature:

4. Title:

5. Bidder/Vendor:

6. Bidder/Vendor Phone Number and/or Contact Information:



**CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES  
IN RUSSIA OR BELARUS PURSUANT TO P.L.2022, c.3**

CONTRACT / BID SOLICITATION TITLE \_\_\_\_\_

CONTRACT / BID SOLICITATION No. \_\_\_\_\_



**CHECK THE APPROPRIATE BOX**

☐

I, the undersigned, am authorized by the person or entity seeking to enter into or renew the contract identified above, to certify that the Vendor/Bidder is not engaged in prohibited activities in Russia or Belarus as such term is defined in [P.L.2022, c.3](#),<sup>1</sup> section 1.e, except as permitted by federal law.

I understand that if this statement is willfully false, I may be subject to penalty, as set forth in P.L.2022, c.3, section 1.d.

**OR**

☐

I, the undersigned am unable to certify above because the person or entity seeking to enter into or renew the contract identified above, or one of its parents, subsidiaries, or affiliates may have engaged in prohibited activities in Russia or Belarus. A detailed, accurate and precise description of the activities is provided below.

Failure to provide such description will result in the Quote being rendered as non-responsive, and the Department/Division will not be permitted to contract with such person or entity, and if a Quote is accepted or contract is entered into without delivery of the certification, appropriate penalties, fines and/or sanctions will be assessed as provided by law.

**Description of Prohibited Activity**


*Attach Additional Sheets If Necessary.*



If you certify that the bidder is engaged in activities prohibited by P.L. 2022, c. 3, the bidder shall have 90 days to cease engaging in any prohibited activities and on or before the 90<sup>th</sup> day after this certification, shall provide an updated certification. If the bidder does not provide the updated certification or at that time cannot certify on behalf of the entity that it is not engaged in prohibited activities, the State shall not award the business entity any contracts, renew any contracts, and shall be required to terminate any contract(s) the business entity holds with the State that were issued on or after the effective date of P.L. 2022, c. 3.

\_\_\_\_\_  
Signature of Vendor's Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title of Vendor's Authorized Representative

\_\_\_\_\_  
Vendor Name

\_\_\_\_\_  
Vendor Phone Number

\_\_\_\_\_  
Vendor Address (Street Address)

\_\_\_\_\_  
Vendor Fax Number

\_\_\_\_\_  
Vendor Address (City/State/Zip Code)

\_\_\_\_\_  
Vendor Email Address for Authorized Representative

<sup>1</sup> Engaged in prohibited activities in Russia or Belarus" means (1) companies in which the Government of Russia or Belarus has any direct equity share; (2) having any business operations commencing after the effective date of this act that involve contracts with or the provision of goods or services to the Government of Russia or Belarus; (3) being headquartered in Russia or having its principal place of business in Russia or Belarus, or (4) supporting, assisting or facilitating the Government of Russia or Belarus in their campaigns to invade the sovereign country of Ukraine, either through in-kind support or for profit.

# INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

## GROUNDS KEEPING SERVICES

The successful bidder shall be required to sign the Indemnification and Hold Harmless Agreement. The successful bidder will indemnify and hold harmless Chesterfield Township from all claims, suits or actions and damages or costs of every name and description to which Chesterfield Township may be subjected or put by reason of injury to the person or property of another, of the property of the Township, resulting from negligent acts or omissions on the part of the bidder, the bidder's agents, servants or subcontractors in the delivery of materials and supplies, or in the performance of the work under this agreement.

Date: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

To the fullest extent permitted by law, \_\_\_\_\_, agrees to  
Contractor / Vendor

Defend, pay on behalf of, indemnify, and hold harmless the TOWNSHIP OF CHESTERFIELD, its elected and appointed officials, its agents, employees and volunteers and others working on behalf of the TOWNSHIP OF CHESTERFIELD against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the TOWNSHIP OF CHESTERFIELD, its elected and appointed officials, its agents, employees and volunteers and others working on behalf of the TOWNSHIP OF CHESTERFIELD, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract.

By: \_\_\_\_\_

Contractor / Vendor

\_\_\_\_\_

Chesterfield Township

Notary Seal

Notary Seal

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Notary Public

\_\_\_\_\_

\_\_\_\_\_



# EXHIBIT "A"

## SPECIFICATIONS

### GROUNDS KEEPING SERVICES

#### MOWING & MAINTENANCE SERVICES - OLD YORK VILLAGE

#### PROPOSAL FORM

The undersigned proposes to furnish and deliver Mowing & Maintenance Services for Old York Village pursuant to the request for competitive contracting documents and specifications made part hereof.

The undersigned, as potential contractor, declares that:

1. (s)he has carefully examined the advertisement for proposals, specification and forms for contract and bond, and the accompanying maps mentioned;
2. (s)he has familiarized himself with all Federal, State and local laws, ordinances, rules and regulations affecting the proposed Project;
3. (s)he has visited the sites of the work and made such independent investigations as he deems necessary; and
4. (s)he has examined fully the conditions, costs and expenses involved in performance of the proposed work; and
5. s(he) hereby proposes and agrees that if this proposal is accepted (s)he will enter into contract with Chesterfield Township in the County of Burlington, to provide the necessary equipment, machinery, tools, power, labor, services, hauling, superintendence and all materials and things required for, and will do and perform all work of installation, construction and completion of the entire Project described in said specifications and/or illustrated on the maps, all in entire accordance with the requirements of the said specifications for the following prices, to wit:

#### **TOTAL BID AMOUNT**

#### **Year 2023 (Initial Year)**

\_\_\_\_\_ \$ \_\_\_\_\_  
Total amount is to be shown in both words and figures. In case of discrepancy the amount shown in words will govern.

#### **Year 2024 (First of Two Possible One-Year Renewals)**

\_\_\_\_\_ \$ \_\_\_\_\_  
Total amount is to be shown in both words and figures. In case of discrepancy the amount shown in words will govern.

#### **Year 2025 (Second of Two Possible One-Year Renewals)**

\_\_\_\_\_ \$ \_\_\_\_\_  
Total amount is to be shown in both words and figures. In case of discrepancy the amount shown in words will govern.

WERE ANY EXCEPTIONS TO THE SPECIFICATIONS TAKEN ? Yes ( ) No ( )

**If "Yes" you must submit a detailed description of the exception.**

**Company Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Contact Signature:** \_\_\_\_\_

**CHESTERFIELD TOWNSHIP**

**MOWING & MAINTENANCE SERVICES - OLD YORK VILLAGE**

**CONTRACTOR INFORMATION**

**Primary Office Location**

Corporate Name:\_\_\_\_\_

Address:\_\_\_\_\_

City/State/Zip:\_\_\_\_\_

Phone Number:\_\_\_\_\_

Fax Number:\_\_\_\_\_

Primary Contact:\_\_\_\_\_

E-mail address:\_\_\_\_\_

\_\_\_\_\_  
Federal I.D. # or Social Security #

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Type or Print Name

Title:\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
E-mail address

**CHESTERFIELD TOWNSHIP  
OLD YORK VILLAGE**

**MOWING & MAINTENANCE SCHEDULE**

APRIL 1st to NOVEMBER 30th

**A. TURF AREAS**

1. Weekly mowing of turf areas at a height of not less than three (3") inches or more than three and one-half (3-1/2") inches. Cut grass will not be bagged or raked for removal. However contractor will be responsible to ensure windrows of mulched grass are not present at the end of a mowing sequence.
3. No Mowing will take place in the first fifteen feet (15') measured from the water's edge around all stormwater basins which are designed to retain stormwater. These "no-mow" areas are intended to maintain as close-as-possible natural appearance around the water's edge and are also intended to dissuade waterfowl from frequenting the basin areas.
3. Mowing shall be completed at intervals of not more than seven (7) days, weather permitting. The mowing schedule shall be adjusted during extreme rain or drought conditions and as agreed upon by the township and the contractor.
4. Grass will be line trimmed around all trees, shrubs, buildings, poles, steps and walks not reached by mowers.
5. Edging of curbs and walkways shall commence immediately upon contract implementation and every third week thereafter for a total of eleven (11) occurrences during the contract period. Edging shall be completed using either a string trimmer or edger blade device, whichever is more conducive in maintaining the particular area being addressed.
6. Bi-weekly edging of mulched tree rings and landscape beds shall be performed in order to maintain a neat and orderly appearance and to prevent the encroachment of grass or other growth into the mulched areas. Edging using a string trimmer shall be permitted.
7. Mowing debris will be blown from sidewalks, roadways, or parking lots. Under no circumstances shall debris, including mowed grass, be allowed to enter storm water control structures, devices, ponds, etc.
8. To reduce unwanted, unsightly debris scattering and polluting of the environment, policing of the mowing sites and debris pick up will take place during maintenance mowing.
9. All turf will be monitored by the contractor for any signs of development of disease or feeding insects that might adversely affect the growth of the areas. Notification and recommended action will be given to the Township of Chesterfield by written report send via email, fax, or mailed. Verbal reporting of such conditions is not an acceptable means of communicating concerns of this nature. No pesticide will be applied without the express written consent of Chesterfield Township and no pesticides shall be applied needlessly. All turf applications will be applied in strict conformity with the manufacturer's specifications under the contractor's pesticide license.
10. Material Safety Data Sheets (MSDS) will be sent to the Township of Chesterfield for reference.

B. SHRUBS, TREES, AND PLANTING BED MAINTENANCE

1. Planting bed maintenance shall consist of weekly weed control by pulling materials, pruning, disease and insect control (with approval after receipt of written report and pricing specific to the issue at hand) necessary to ensure healthy weed free bedding areas.
2. All weeds exceeding four (4) inches in height/spread, not controlled by an herbicide, shall be removed by hand to lessen the risk of damage to planted goods.
3. All plants, shrubs and trees shall be neatly pruned in a consistent manner to preserve their natural character. New growth (suckers, off-shoots) shall be taken off immediately so as to prevent knots and larger-than-necessary open wounds to the tree structure.
4. All shrubs and trees shall be maintenance pruned. Contractor is only required to perform maintenance pruning of dead or broken limbs to a maximum height of fifteen (15') feet above surrounding grade. Flowering shrubs will be pruned after bloom.
5. Spot pruning of trees and shrubs will be completed upon request.
6. All shrubs and trees will be inspected continuously for any signs of development of disease or feeding insects that might adversely affect the growth of the areas. Notification and recommendation action will be given to the Township of Chesterfield. No pesticide will be applied needlessly.

**MISCELLANEOUS MAINTENANCE SCHEDULE**

A. APRIL

1. In preparation for the season, contractor shall remove winter debris, i.e. leaves, branches, and trash, from all township parcel lawn areas and shrub beds.
2. Dead shrubbery or plants shall be removed. Ornamental grasses and perennials shall be cut back. Flowering shrubs will be pruned after bloom.
3. Unneeded tree stakes, binding wires/ropes, etc. shall be removed in preparation for the season.
4. A minimum of 2" depth new mulch shall be applied to all planting beds and tree rings as specified on the attached maps which are made part of these specifications. Such mulch installation shall be performed between April 1<sup>st</sup> and May 1<sup>st</sup>.

B. MAY - OCTOBER

1. On a cost-per-application basis to be quoted upon determination of need, selectively spray shrubs and trees with an insecticide mixture. ***This work is not to be part of the contractors bid submittal, but shall be requested from time-to-time when the need is realized.***
2. Maintain the intended shape and form of all deciduous and evergreen shrubs and trees (up to 15') to promote healthy growth and to attain optimum growth and appearance.

C. NOVEMBER

1. Upon completion of the final mowing for the season, remove accumulated leaves and debris to assure a neat appearance during the winter months.

## **WORK AREAS AND MAPPING,**

## **CONTRACTORS INTERPRETATION, AND INFORMATION RESOURCES**

Work areas are generally described as being township-owned parcels and right-of-ways adjacent to streets, roads, parks, parking areas, playgrounds, open space areas, and water retention/detention areas within what is locally known as Old York Village.

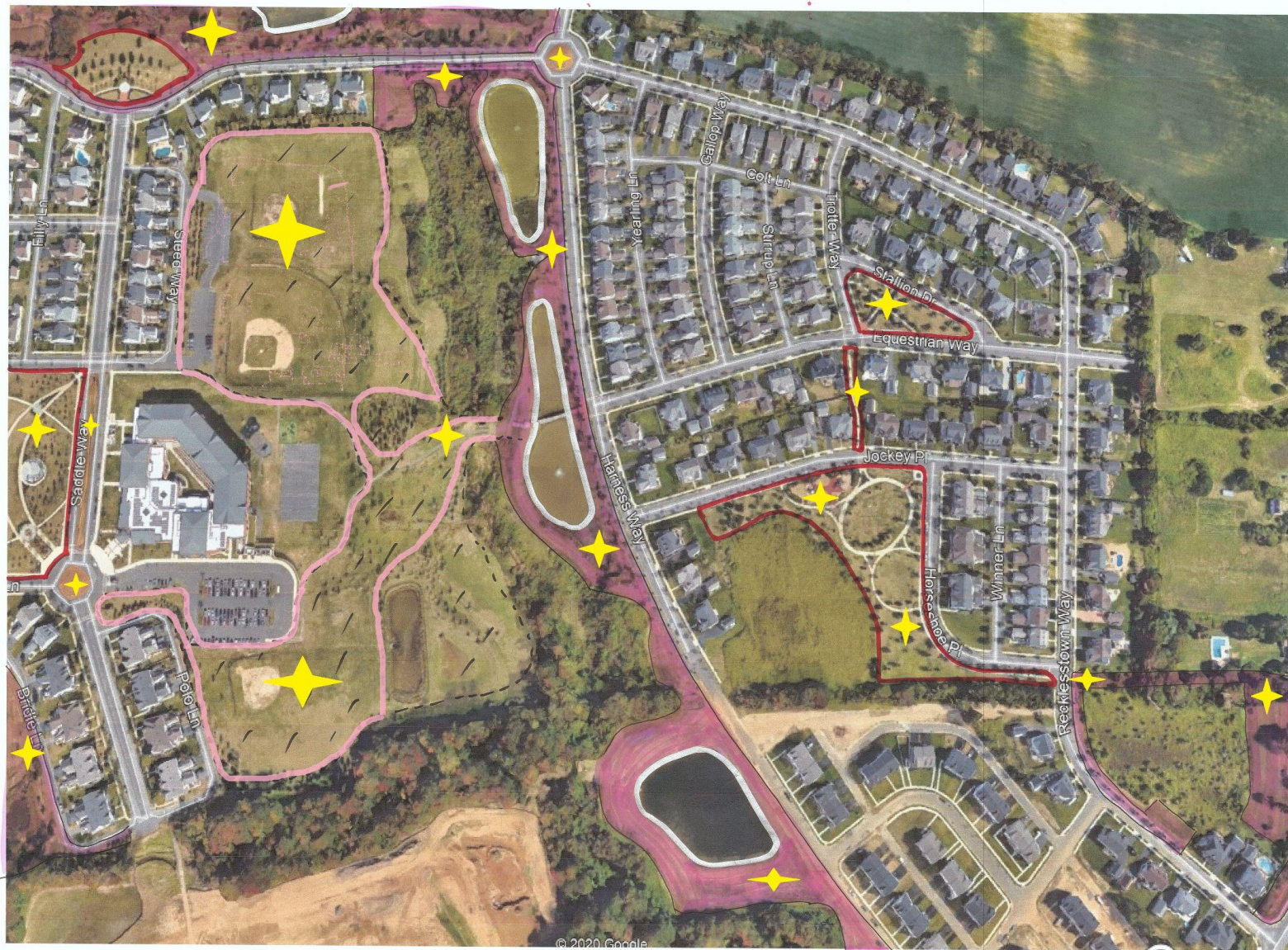
For the benefit of bidders, nine (9) aerial photographs of Old York Village have been modified to indicate the work areas and general limits of maintenance. The full extent of the area shown on the maps is not necessarily subject to mowing due to the existence of ponds, woods, or habitat areas not requiring maintenance service. Therefore, bidders are strongly encouraged to review these modified aerial photographs as compared to actual worksite locations. Any question or concern about the limits of work or locations should be immediately addressed by contacting the township for verification.

An onsite bidder review meeting has been scheduled for TUESDAY, FEBRUARY 14, 2023 at 2PM. The bidder meeting will take place in Old York Village, near the Chesterfield Township Elementary School, at the traffic circle located at the corner of Saddle Way and Thorn Lane.

Questions about the specification or the bid proposal should be directed to the Public Works Foreman Troy Ulshafer at 609-298-2311 ext. 161 or the Township Administrator Thomas A. Sahol at 609-298-2311 ext. 101.

**EXHIBIT “B”**  
**MOWING AREAS MAPS**  
**9 pgs.**  
**GROUNDS KEEPING SERVICES**





Chesterfield Downs





Chesterfield Green





Cross Creek 1





Cross Creek 2





Heritage North





Heritage South









Google  
Traditions East



